

**Catawba County Board of Health
Minutes
November 2, 2015**

The Catawba County Board of Health met on Monday, November 2, 2015. The regular meeting of the Board of Health convened at 7:08 p.m. at Catawba County Public Health, 3070 11th Av Dr SE, Hickory, NC 29602 in the Boardroom.

Members present: Mr. William Mixon, Chair
Mr. Dan Hunsucker, County Commissioner
Dr. David C. Hamilton, Jr.
Ms. Brenda Watson
Ms. Naomi East
Dr. Sharon Monday
Mr. Brian Potocki
Ms. Dana H. Greene
Dr. Matthew Davis
Dr. David L. Harvey

Members Absent: Mr. John Dollar, Vice-Chair

Staff present: Mr. Doug Urland, Health Director
Ms. Jennifer McCracken, Health Services Manager
Ms. Sindie Sigmon, Business Manager
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor
Mr. Mike Cash, Environmental Health Supervisor
Ms. Julie Byrd, WIC Nutrition Supervisor
Ms. Sarah Rhodes, Interim Home Health Manager
Ms. Amy McCauley, Community Outreach Manager
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Chantae Lail, Medical Lab Manager
Ms. Martha Knox, Administrative Assistant III

CALL TO ORDER

Mr. William Mixon, Chair called the meeting of the Catawba County Public Health Board to order at 7:00p.m.

APPROVAL OF THE AGENDA

Mr. William Mixon, Chair stated that the agenda for the November 2, 2015, meeting of the Board of Health was included in the packet. Mr. Mixon asked if there were any changes to the agenda, and hearing none; he asked for a motion to accept the agenda as presented. Mr. Dan Hunsucker so moved and Dr. Sharon Monday seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for October 5, 2015 with Minutes Attachment I, and the October 5, 2015 Closed Session Minutes, were included in the Board packet. Mr. William Mixon, Chair asked if there were any corrections, hearing none, he asked for a motion to accept the minutes as presented. Mr. Dan Hunsucker so moved and Dr. Sharon Monday seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Mr. Mixon asked if anyone presented to speak before the Board. Ms. Martha Knox, Administrative Assistant III, stated that no one had presented to speak.

COMMISSIONER'S COMMENTS

Mr. Dan Hunsucker, County Commissioner, stated that the Board of Commissioners met on this date for their in regular session. Mr. Hunsucker shared the following items:

- The Board of Commissioners issued a proclamation declaring the week of November 18-24, 2015 as Farm-City Week. Farm-City Week seeks to foster cooperation and an exchange of information between two essential segments of our society: farmers and city dwellers. Catawba County citizens are urged to participate in activities and events scheduled for this week in November.
- The Board also recognized graduates of the Catawba County Mini Course. Employees voluntarily attend sessions during their lunch hours to learn more about services offered by other county departments. Among the graduates this year from Public Health were: Jennifer McCracken, Marcia Taylor and Darla Houser.
- Mr. Rhett Melton, CEO of Partners Behavioral Health Management gave a report to the Board. This agency operates as a Local Management Entity/Managed Care Organization providing behavioral health care services for Catawba County as well as several surrounding counties.
- The Board of Commissioners issued a proclamation declaring November as Home Hospice Care Month to recognize that in-home healthcare services provide for the health and social needs of Catawba County citizens. Mr. Hunsucker read the proclamation to the Board and he stated that the care provided enables citizens to access a wide variety of quality services which provide preventive care, acute care, sustainable long-term care and palliative care, and helps keep families intact while preserving an individual's independence and dignity in the setting of his or her choice.

There was also a public hearing held to receive comments on the Resolution of Intent to Sell or Convey Catawba County Home Health that was adopted at the October 5, 2015, Board of Commissioners meeting. No one came forward to speak during the public hearing. The next step for this process will be a public hearing on December 7, 2015 on proposals to convey or sell Catawba county Home Health at the regular meeting held at 9:30 on December 7th.

This ended Mr. Hunsucker's report to the Board.

PUBLIC HEALTH EMPLOYEE OF THE YEAR

Mr. Doug Urland, Health Director, stated that Catawba County Public Health as an organization recognizes outstanding work in Public Health. Catawba County Public Health has chosen Amy McCauley, Community Outreach Manager as Public Health Employee of the Year. Amy makes reports and presentations to the Board of Health throughout the year, such as: Community Health Assessment, the State of the County's Health report, and the Farmers Market, etc.. She also works very closely with the Catawba County Health Partners and Amy will be recognized at the November, 2015 General Staff meeting. The Board congratulated Ms. McCauley as the 2016 Public Health Employee of the Year.

1ST QUARTER FINANCIAL REPORT

Ms. Sindie Sigmon, Business Manager, gave the 1st Quarter Financial Report for 2015-16 Fiscal Year. She focused on highlighted items and ones that have comments in the right-hand column. Under Revenues the first item is State Grants, which are revenues received through September of 2015. The target at this time would approximately 25% revenues received. Ms. Sigmon gave comments on the line items that deviates significantly from the 25% target from revenues received. Ms. Sigmon stated that the line item, STD Drugs does not show receipt of any funds. Ms. Sigmon stated that last year was the first year that Public Health received the revenue directly. Therefore, at this time, CCPH has stock to utilize and therefore, has not expended any of those funds to purchase additional STD Drugs.

Ms. Sigmon stated in the line items that show revenues received at 100%, all of the funds have been received for those grants for 2015-16. Communicable Disease and Project Lazarus are two of those line items.

After State Grants, Outside Funding for School Nurses shows two line items for Catawba Valley Medical Center. CVMC increased their funding for school health this year. She stated that the reasons for the revenues being lower are due to receipts of items invoiced have not been received at this time. Those funds have been received and will be entered on the next quarterly report. The reason the school line items are lower is due to the way the costs are billed. CVMC is billed first and then when those funds have been received, the invoicing begins with the three school systems.

Fees

Bank card processing fees are received at 118%, Ms. Sigmon stated that these fees are from credit card/debit card usage. We have seen an increase in use of debit/credit cards, especially, with the Farmers Market over the summer.

Clinic Fees is where all immunization fees are posted, and this includes flu and pneumonia shots which will not be coded until the next quarter.

OB Services CVMC – This amount is kept in the budget to allow for collection of prior year claims.

Medicaid Revenue – Ms. Sigmon stated CCPH is waiting for the cost settlement from FY 2013-14. The negative amounts showing are the amounts that will be received. They are listed as receivable from last year. She stated that usually cost settlement is received in June, however, this year is the first time to her knowledge that payment was not received in the fiscal year it related to. She stated this made it very difficult for some counties. Mr. Doug Urland, Health Director, stated that some headway has been made in collecting the Medicaid Cost Settlement funds that are owed to health departments for past fiscal years. NC Association of Local Health Directors acquired legal counsel and at this time FY 2010-11 and 2011-12 funds have been received. The payments for fiscal year 2012-13 and 2013-14 are still outstanding. Mr. Urland stated that Medicaid changed their methodology for calculating the Cost Settlement payments and they applied the new calculations to three years prior. He added that most health departments including CCPH depend on this funding, therefore, the negotiations are continuing to resolve the remaining issues

Other Revenue

Ms. Sigmon stated that “Fund Balance Appropriated” are funds earned in prior years. The last line is the additional money from CVMC “from hospital reserve”. They gave all of those funds up front in July, 2015 in the amount of \$500,000.

She asked if there were any questions about revenues. Dr. David Hamilton, Jr., asked regarding Dental Medicaid, if that will be zeroed out. Mr. Urland stated there will be some claims for services provided. Ms. Sigmon stated there is an amount of \$48,000 that was earned in July and August that will be received during this fiscal year. However, she stated that budget for next fiscal year will not have that line item.

Mr. William Mixon, Chairman, asked how bank processing fees become revenue. Ms. Sigmon stated that clients must pay \$1.00 each time they use a debit card. The county sends it to Public Health because it was earned for our transactions. Ms. Sigmon stated credit cards are cheaper to use than debit and Mr. Urland added that some credit cards are cheaper than others.

Expenditures for FY 2015-16

Ms. Sigmon stated that Performance Pay is the first expenditure with a comment. This line item was reinstated this FY and this is a lump-sum performance pay and is used to recognize employees that go above and beyond in their job performance or they have completed a special project. The 3,662 is County funds, however 82% of the performance pay will come from program funds.

Bilingual Stipend – staff that pass the reading/writing tests receive an additional hourly amount added to their pay. Part-time wages a large amount of funds in this line item will be used by Hourly Home Health Nurses during the transition. Hourly nurses are being used more in Home Health due to vacancies in the transitional period. Also, included in this expenditure line item are funds to pay an hourly mid-wife that is used in the Women's Health clinic.

The Accreditation line item all fees paid to the State for the Accreditation process has been paid in full. Training and Education is expended higher in the 1st quarter and the 4th quarter of the years. Under other contractual, the Brightree software contract for Home Health was paid and the CDP software used by Environmental Health was also paid. Ms. Sigmon stated that an exam table was purchased from the prior year. The new table was needed to ensure safety compliance for patients that weigh over 300 pounds.

Ms. Sigmon asked if there were any questions regarding the expenditures.

GRANT FUNDING

Mr. Doug Urland, Health Director, stated also included with the Attachment I was the spreadsheet showing grant funds that have been obtained for CCPH over the past seven fiscal years. Dr. David L. Harvey asked about the significant difference in funds received in 2009-10 and in the fiscal years 2011-12 through current year 2015-16. Mr. Urland stated that the NC Tobacco Trust Funds were allocated for education to prevent disease from tobacco use, and in fiscal years 2009-10 through 2011-12, N.C. Health and Wellness funds are listed, which were used to help with tobacco cessation classes and youth tobacco use prevention and cessation.

Another grant that has deceased over the years is the Susan B. Komen grant. In our current year, we have applied for a grant from Duke Endowment and are hopeful that we will be a recipient of that grant in the near future.

Many grant applications require agencies show how they will sustain the services once the grant is no longer available. Unless an agency can find funds to sustain the services, it is difficult to get the grants.

Mr. Urland stated that CCPH will use this tool to continue to track funding that is received.

FEES

Ms. Sindie Sigmon, Business Manager, introduced two fees that require approval of the Board of Health. She stated that the fees were sent down to the Board of Commissioner Finance Subcommittee. The first request is the establishment of a fee for urine NAAT (Nucleic Acid Amplification Test). This test is to test men for Chlamydia and Gonorrhea infections. There is a test utilized now that is free of charge, however, in the State Addenda it was asked that local health departments implement this test. The Centers for Disease Control (CDC) now promotes the NAAT test as the preferred method to detect Chlamydia in men in its latest recommendations to clinical laboratories. Per the CDC, NAAT is considered the test of choice because: 1) it is a very sensitive test, 2) samples are relatively easy to obtain, and 3) it can provide results faster than culturing the bacteria.

The cost of the fee is \$43.00. Mr. Brian Potocki asked how the fee amount was arrived at. Ms. Sigmon stated that it was the cost of fee to Lab Corp of \$21.50 plus \$21.00 for staff time to process the test. The amount for staff time includes the time needed for the Charge Nurse, Clinic receptionist, billing staff, medical lab, and the eligibility staff that makes the appointments. Dr. Sharon Monday made a motion to approve the establishment of the NAAT test in the amount of \$43.00 and Mr. William Mixon seconded the motion. The motion passed unanimously.

The second request is for two fees for Environmental Health. One is the Coal Ash Test with a fee of \$170.00 and the Hexavalent Test with a fee of \$155.00. A letter from the State was received that informed CCPH about kits that had been developed for these tests. The cost of the kits plus staff costs were used to come up with the fee amounts. Mr. Doug Urland stated that these tests are not for those that are receiving testing through the Coal

Ash Management Act (CAMA). These tests are for homeowners that are told their constituents in their water are naturally occurring and not due to the coal ash spills, and for those homeowners that request testing out of their own concerns. The shelf life for the tests is not very long. Mr. Urland stated the test expires in 30 days and there is a 5 day turn around to the State.

Dr. Sharon Monday made a motion to approve the two fees as requested and Dr. David L. Harvey seconded the motion. The motion passed unanimously.

HOME CARE PROCLAMATION

The Board of Health heard the Proclamation read by Commissioner Dan Hunsucker and were in agreement with the Proclamation passed by the Board of Commissioners earlier on this date.

HOME HEALTH GOVERNING BODY AND ADVISORY BOARD

Mr. William Mixon, Chair, asked for a motion to leave regular session of the Catawba County Board of Health and reconvene as the Home Health Governing Body and Advisory Board. Ms. Naomi East so moved and Mr. Dan Hunsucker seconded the motion and it passed unanimously.

Mr. Dan Hunsucker made a motion to return to the regular session of the Catawba County Board of Health. Dr. Sharon Monday seconded the motion and it passed unanimously.

FLU UPDATE

Ms. Jennifer McCracken, Health Services Manager, stated the week ending October 24, 2015 the Influenza illness across North Carolina had decreased. There were two positive flu tests out 718 tests, however, that week was the highest hospital admissions of respiratory illnesses among people 65 years of age and older. The flu tests that have been positive have been a mixture of A/B viruses. No deaths have been reported in North Carolina.

Regarding the 2015 Flu Campaign here at Public Health, Ms. McCracken stated that Catawba County Public Health conducted two walk-in clinics during October, 2015. Those clinics were successful and since that time flu vaccine continues to be given on an appointment basis. Walk-ins are accommodated as much as possible. As of October 29th, CPH had given 337 vaccinations, 157 were typical quadravalent vaccine, 70 were the high dose for 65 years of age and older. 110 were the State Vaccine give to children. Ms. McCracken stated that flu vaccine has been given around the county by other providers and CPH continues to encourage citizens to get the flu vaccine.

HEALTH DIRECTOR'S REPORT

Mr. Doug Urland, Health Director, stated he had a brief report.

- **Home Health** – A public hearing was held on this date regarding the “Intent to Sell or Convey Home Health”. Mr. Urland stated that the public hearing was uneventful – no one came forward to speak for or against. The next phase will be a public hearing on December 7, 2015, “Proposal to sell or convey the Home Health agency.” There have been five proposals received will be available for the public to review beginning November 25, 2015 in the Clerk to the Board of Commissioners office located in the County Manager’s office. The process is anticipated for complete at the January 19, 2016 Board of Commissioners meeting.

Staffing for Home Health – Mr. Urland stated that some nurses are leaving for other job opportunities. Those remaining are continuing to provide services and coverage of the current caseloads. Dr. David Harvey asked if people have to register if they would like to speak at the public hearings and Mr. Urland stated no.

- **GFHS** - Mr. Urland shared some information regarding the Catawba Family Dentistry and Gaston Family Health Services with the Board. Dr. Jennifer Hunter-Riley was hired and a 2nd Dentist hire is pending at this time. The 2nd Dentist has provider privileges at Catawba Valley Medical Center to provide hospital dentistry procedures.

Gaston Family Health Services is marketing the services that are available. GFHS has a larger Board of Directors and Doug Urland was appointed by the Advisory Board to serve on the larger Board as well as John Eller, Catawba County Social Services Director. Both Mr. Urland and Mr. Eller attended the annual meeting of Gaston Family Health Services the last week of October, 2015.

Dr. David Harvey asked if the dental practice at this point is focused on children and pregnant women. Mr. Urland stated that was correct and the practice is looking to expand to offering services to indigent uninsured and underinsured population. Mr. Urland stated that Catawba Family Dentistry is actually ahead of schedule in their goals to expand services.

Mr. Mixon asked what services Gaston Family Health Services provides. Mr. Urland stated that Gaston Family Health Services is a federally qualified health center and provides primary, dental services, and behavioral health care.

OTHER BUSINESS


Mr. William Mixon, Chair asked if there was anything the Board needed to hear about the informational items. Mr. Urland stated that information items include the Public Health Updates that are sent to the Board of Commissioners and County Managers office. NALBOH newsletter is from the national association for boards of health, the demographics are completed quarterly.

The next meeting December 7, 2015; will be the annual reception for the Board of Health and Management Team and will begin at 6:30pm. Mr. Urland stated the agenda will be a little different – the CHA date has been changed to March, 2016. Ms. Amy McCauley, Community Outreach Manager stated that at the February, 2016 meeting of the Board of Health there will be a summary of the CHA and also present the recommendations for the Health Priorities for Catawba County.

ADJOURNMENT

Mr. Dan Hunsucker made a motion to adjourn the meeting and Dr. Sharon Monday seconded the motion and it passed unanimously. The meeting adjourned at 8:30pm

Respectfully submitted:



Douglas W. Urland, MPA
Health Director

DWU: mjk